
**SOLES DELEGATION OF AUTHORITY FOR SIGNING
PRE-PROCUREMENT CHECKLIST AND INTERNAL REQUISITION FORMS****Last updated****12/7/2016**

It is a requirement that the pre-procurement checklist and internal requisition form (order form) are signed by the supervisor of any workgroup. It is possible to delegate this authority to another academic or senior staff in your laboratory. It cannot be delegated to students or visitors.

If you wish to delegate the authority, please complete this form and return it to the School Office, Level 5, Carlaw Building (F07) for approval by the Head of School.

Workgroup: _____ Building Code _____

I, _____, delegate the authority for signing the pre-procurement checklist and internal requisition form at the School of Life and Environmental Sciences, The University of Sydney, to the following people:

1. _____
(print name)

2. _____
(print name)

3. _____
(print name)

Lab Head Signature: _____ Date: _____

Approval:

I, Prof. Iain Young, Head of School, School of Life and Environmental Sciences, The University of Sydney, approve of above delegation of authority

Head of School Signature: _____ Date: _____